



Central Iowa Composite Squadron, Civil Air Patrol  
United States Air Force Auxiliary  
Post Office Box 1285, Ames, Iowa 50014-1285

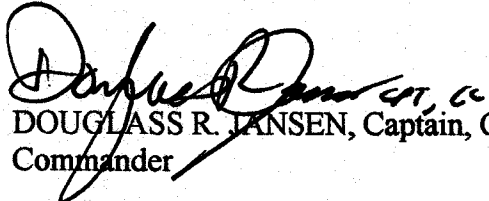
31 Jan 2001

MEMORANDUM FOR CICS PERSONNEL

FROM: CC

SUBJECT: Vehicle Key Issuance

1. Effective 1 February 2001 all keys to vehicle 13611 are to be returned to Captain Doug Jansen. Apparently there is an accountability concern with these keys. In order to be as fair as possible we are recalling all keys. As soon as possible we will engrave a control number on these keys and re-issue them to eligible members.
2. Personnel eligible for issuance of keys to vehicle 13611 include the commander, logistics officer, and ground team leaders. Members wishing to be issued a set of keys should contact Captain Jansen as soon as possible. Exceptions to this will be considered on a case by case basis.
3. Issuance procedure for all keys shall be that the member will sign for individual receipt of these keys. It is understood by their receipt that the member will not make copies of the keys without the express written permission of the commander.
4. Your comments and questions are encouraged. This action is in the best interests of the unit and in the long run will increase accountability of vital assets. I appreciate your cooperation.

  
DOUGLASS R. JANSEN, Captain, CAP  
Commander

cc:  
IAWG/CC  
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